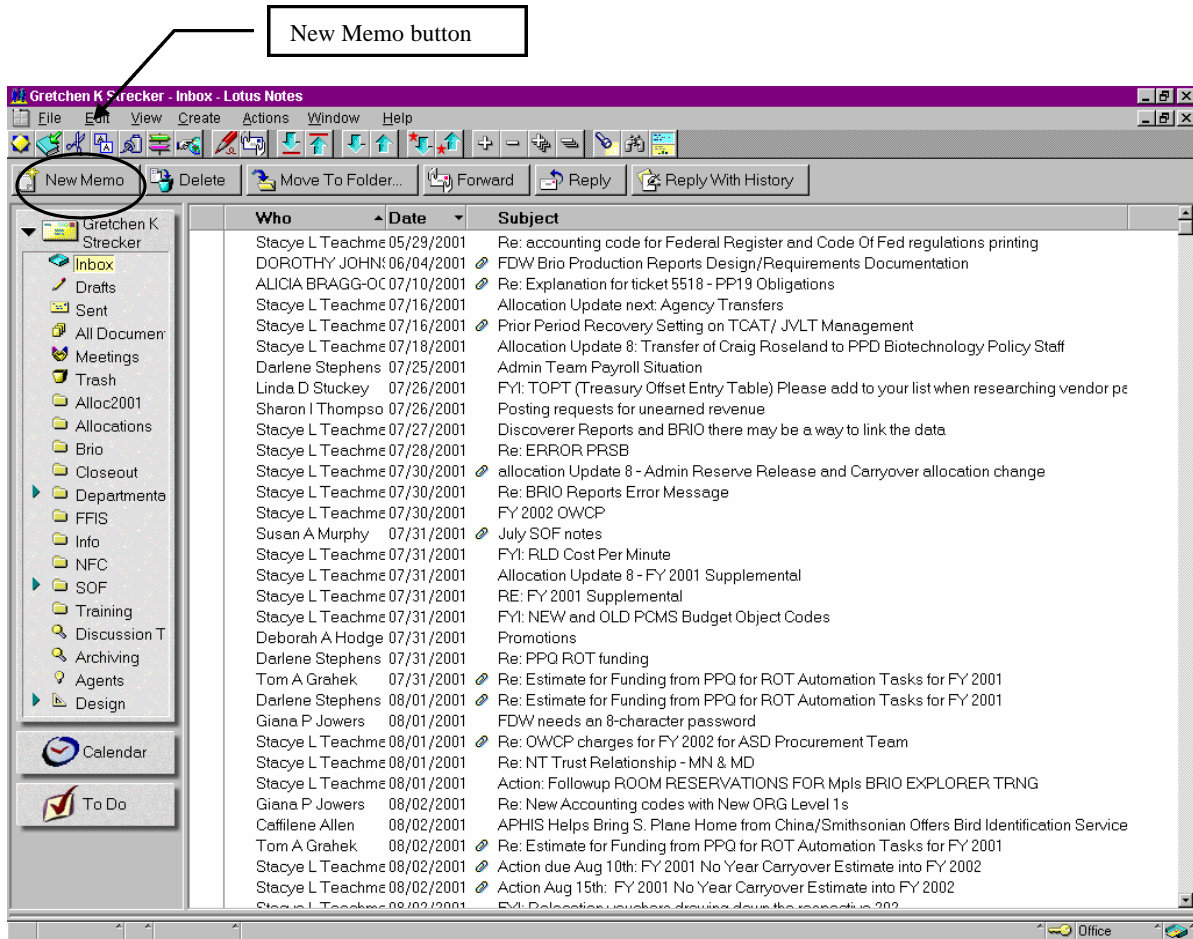# ATTACHING A REPORT TO AN E-MAIL
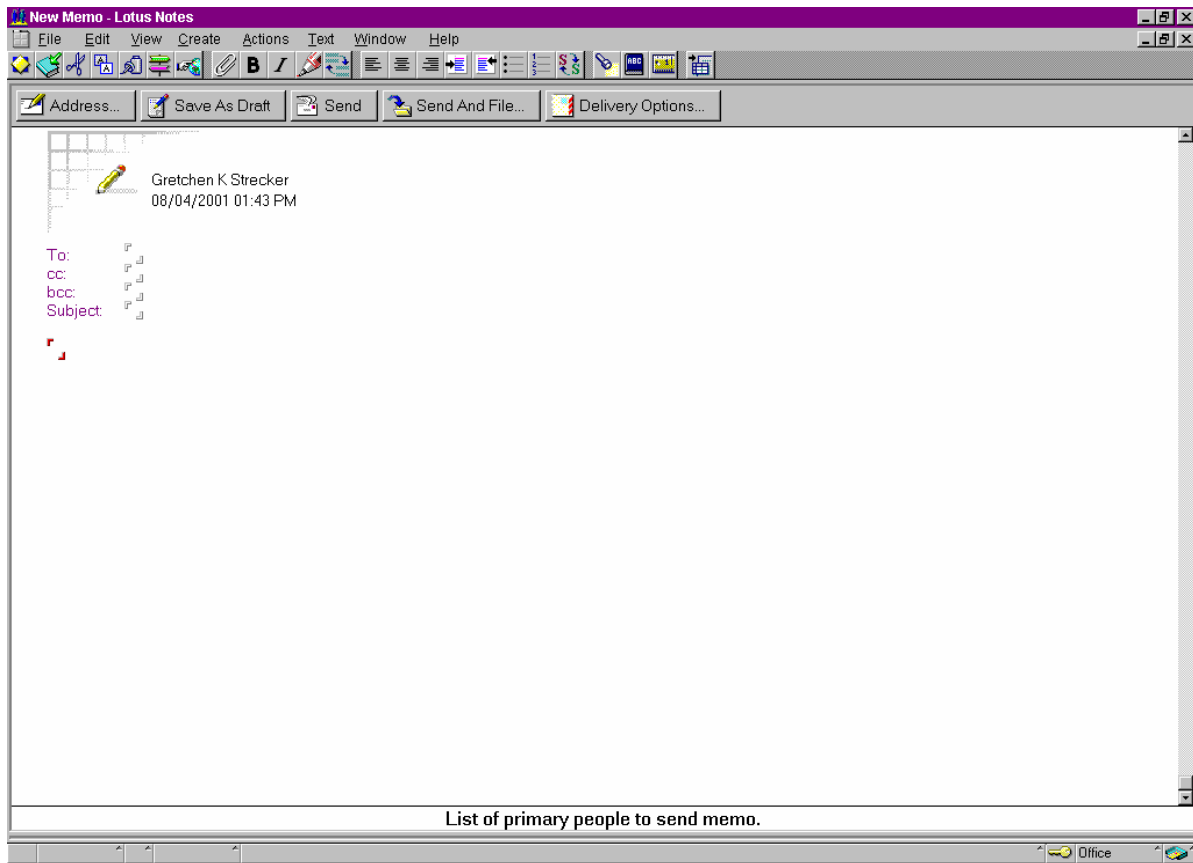
• You must first have saved a document with or without a query. If you have any questions on how to do this please see the documents in the Explorer manual on "Saving a query without Results" and "Saving a query with Results

Step 1:
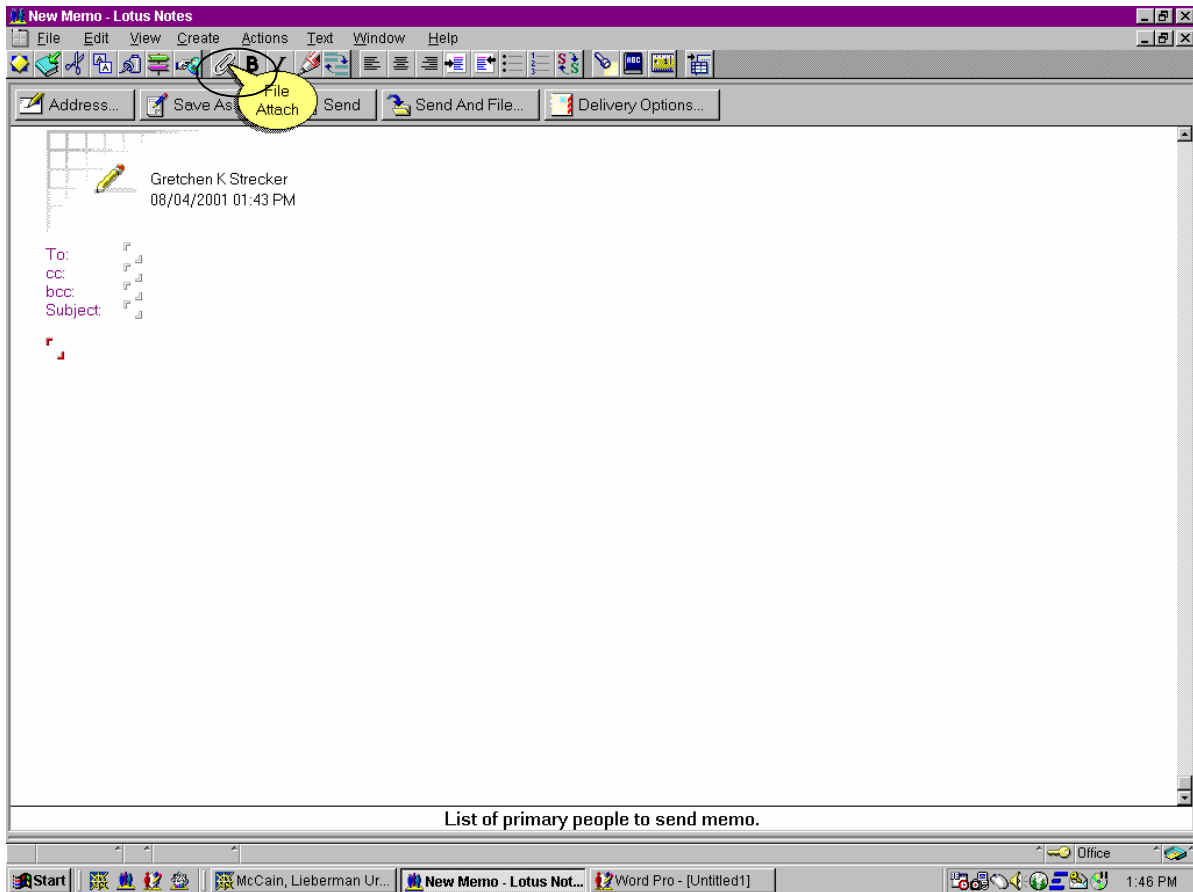
New Memo button

1. <**Open**> Lotus Notes and Log into it and enter your Mail box.

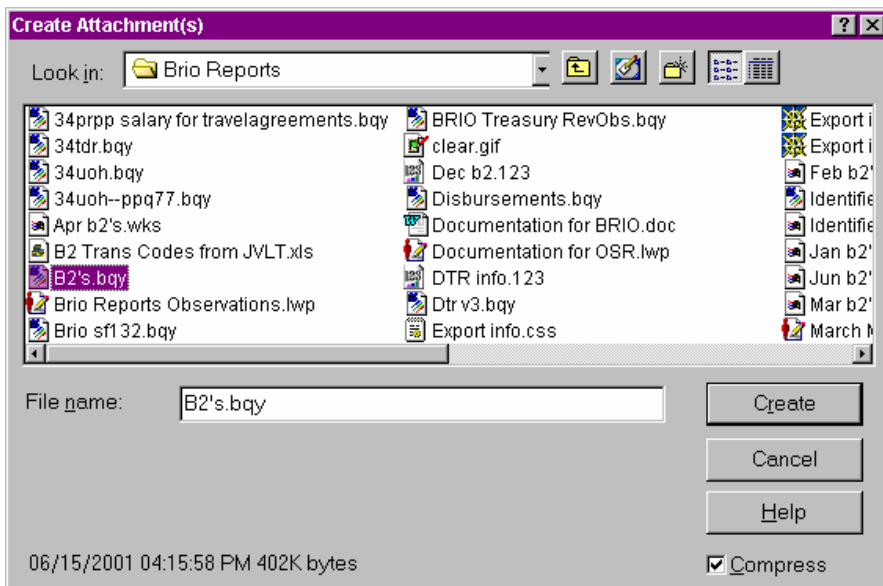## Step 2:

2. <**Click**> on "**New Memo**".   Compose a message to the recipient and address it in the usual manner.
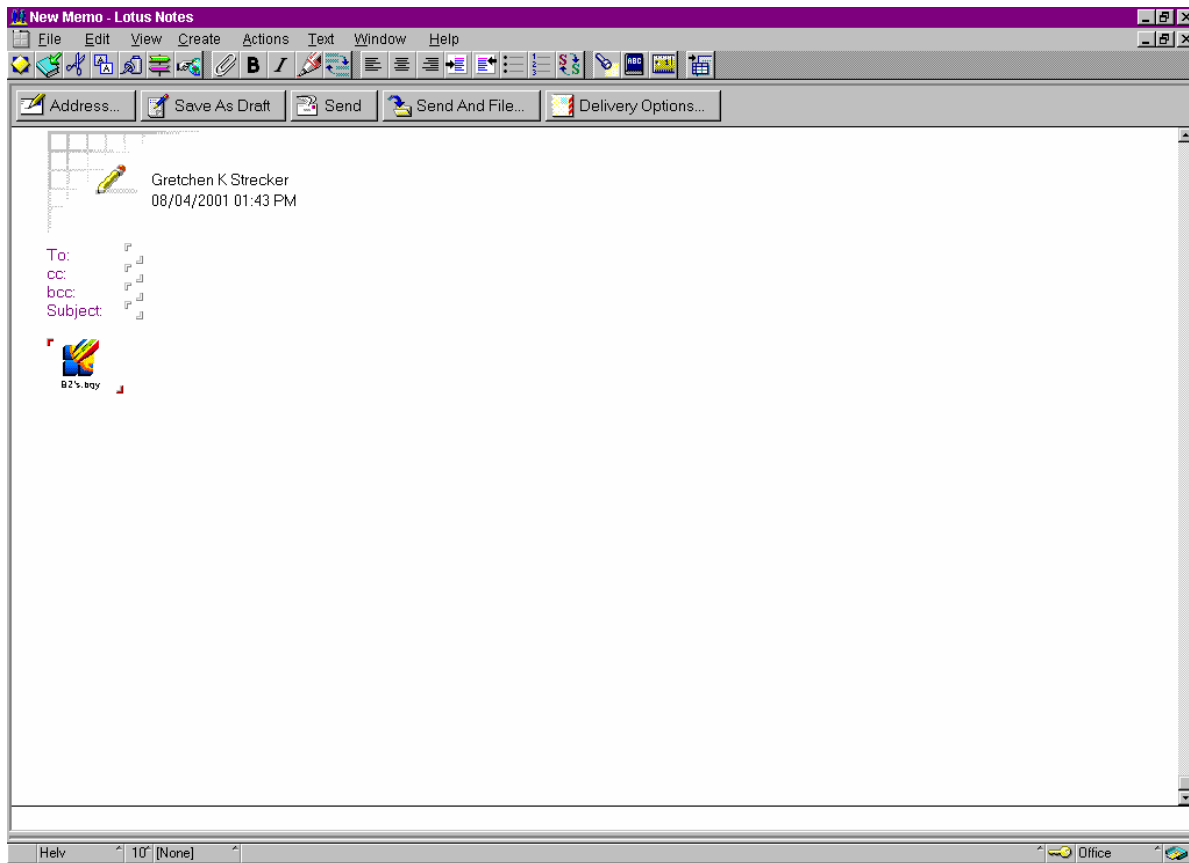
Step 3:

3. <**Click**> the **paper clip** on the tool bar. A bubble may come up that says "**File Attach**". Remember your cursor must be in the body of the memo to work.

Step 4:

4. <**Click**> on the **file** you wish to attach, and <**click**> on **Create**.

Step 5:

5. You now have a Brio report attached to an e-mail and you can send it to any user.   The instructions for opening report are located in the Brio Explorer Manual under "Opening a report sent as an Attachment".